

# Internal Audit's Newsletter – Winter Edition 08-09

Winter 08-09



## Stay Warm this Winter with Internal Audit!

### CURRENT NEWSLETTER TOPICS:

- Procurement Cards (P-Cards) – Controls are strengthened around P-Cards
- Current Fraud Trainings Sessions (2.3.09 / 2.5.09 / 2.10.09) – Web-based Fraud Training will be posted to Intranet for City-wide completion very soon!
- Red Flag Rules – Identity Theft Act (Extended to May 1, 2009)

Comprehensive Annual  
Financial Report  
(CAFR)

**Note:** The 6.30.08 Comprehensive Annual Financial Report (CAFR) has been released! See Finance Dept for Copies.

### PURCHASING PROCUREMENT CARDS ARE A PRIVILEGE AND SHOULD NOT BE ABUSED!

#### P-Card Reminders:

- Meals are NOT to be charged to P-card unless authorized.
- Approved P-card Statements must be turned into Barbara Jackson in Purchasing by the 12<sup>th</sup> of each month
- The cardholder and an approved supervisor or supervisor designee are required to sign the monthly p-card statements.
- Please remember to retain all original detailed receipts for charges placed on p-cards.



#### Don't Forget...

- Red Flag Rules - secure sensitive data & customer information; follow ups begin soon!!!!
- Fraud Training will be held in the Lord Spencer Conference Room
- P-Card Audit Report was recently released
  - Remember to follow all P-Card Cardholder Requirements



### Setting the Tone at the Top & Securing Our Information Technology:

- Each organization adheres to specific cultural traits starting from the top of the organization.
- It is the responsibility to set the tone at the top of the organization by the department heads and other managerial staff to help establish and implement proper internal control procedures.
- It's imperative that we protect our City's business operations from unwanted, disruptive, and potentially embarrassing intrusions.

### Internal Audit Current Events:

- Internal Audit's Mission Statement...See a brief portion of the statement below.
  - The Internal Audit Division is important because it is the eyes and ears for the City of Wilmington. It is Internal Audit's job to provide assurance to the City of Wilmington, City Council Members, Citizens and Employees regarding the effectiveness of Governance and Risk Management. Internal Audit's main goal for the City is to help the organization as a whole, achieve its objectives.
- Internal Audit is continuing to work closely with the Finance Department to strengthen internal controls surrounding the Purchasing and Inventory Module in the HTE System. As we are making changes to this process, please be patient. Please do not hesitate to call with any questions or concerns. We are here to help.
- We want to thank everyone for all of their cooperation while the fraud training preparations were being finalized. Hopefully the training will be enjoyable for everyone and a definite success. The success of the training will be based on everyone's contributions and willingness to participate! Don't forget to bring all your questions! We will do our best to answer them and if we do not have the answers right away we will find them for you!
- If anyone has any ideas for future trainings we would love to hear them. Give us a call or shoot us an email.
- Red Flag Rules – Identity Theft Act has been extended until May 1, 2009; however don't delay, go ahead and start implementing today!

**Please Contact Internal Audit for any questions or concerns at (910) 341.5828**